

DISPLAY ABSENCE
QUOTA INFORMATION
REPORT

PT_QTA10



Display Absence Quota Information

Program Edit Goto System Help

Display Absence Quota Information

Further selections Search help

Period

☐ Today ☐ Current month

☐ Up to today ☐ From today

☒ Other period

Period 093003 To 093003

Payroll period

Selection

Personnel number

Employment status

Personnel area

Personnel subarea

Employee group

Employee subgroup

Payroll area

Quota selection

Quota type

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The date selection period enables you to specify the period in which employee data records are read. To view what an employee's quota balance was at a specified time enter the dates in the *Period field* as follow:

Choose *Other Period*; enter the first day of the month and the last day of the month respectively.



Display Absence Quota Information

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Period 09/30/2003 To 09/30/2003

Payroll period

Selection

Personnel number 51

Employment status 3

Personnel area

Personnel subarea

Employee group

Employee subgroup

Business area

Payroll area

Cost center

Quota selection

Quota type

Time unit

Deduction period 01/01/1800 To 12/31/9999

If searching for more than 1 personnel number. .

Enter quota types Or leave blank to see all.

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If searching for more than one personnel number, click on the multiple selection icon and enter the personnel number separately.

In the employment status field, enter 3 to display active employees only during the specified time frame.

The Quota type field may be left blank and the report will show you all leave balances. However, you may enter a quota type to search for a specific quota type. The Quota (Leave) Types are: 01- Annual; 02- Sick; 05- Holiday; 06- Military; 07- Birthday; 15- Compensatory @1.0; 16- Compensatory @1.5; 10- FMLA; 08- Catastrophic. Use the multiple selection icon if searching more than one quota type.



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Display Absence Quota Information

Cost center

Quota selection

Quota type to

Time unit

Deduction period 01/01/1800 To 12/31/9999

Key date for deduction 093003

Key date for entitlement 093003

Projecting quota status

Display

☒ Only EEs with selected quotas ☐ All selected EEs

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This step will be necessary if you are trying to find leave balances for prior months. In which case the “key date for the deduction” and the “key date for entitlement” fields are the last day of the month that you are verifying.

If searching for more than one personnel number, click on the multiple selection icon and enter the personnel numbers separately.



Display Absence Quota Information

Program Edit Goto System Help

Display Absence Quota Information

Quota selection

Quota type [] to []

Time unit []

Deduction period 01/01/1800 To 12/31/9999

Key date for deduction 093003

Key date for entitlement 093003 ☐ Projecting quota status

Display

☒ Only EEs with selected quotas ☐ All selected EEs

Data format

Layout [] **Enter /OLTC**

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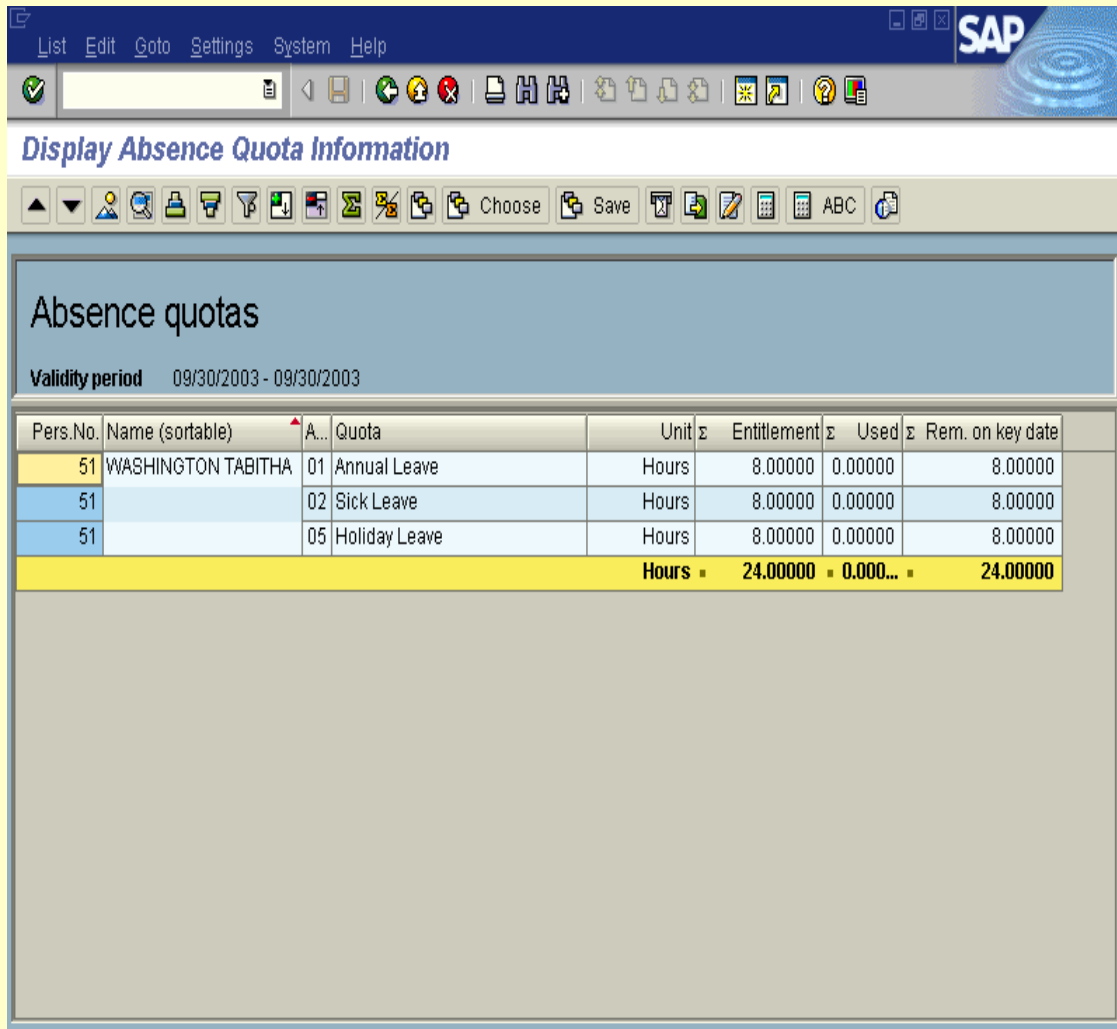
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In the Layout field always enter /OLTC.

Execute the report and print. You are now ready to compare these balances and the balances on the manual records of yearly calendars.



Display Absence Quota Information



The screenshot shows the SAP 'Display Absence Quota Information' report. The title bar includes 'List Edit Goto Settings System Help' and the SAP logo. Below the title bar is a toolbar with various icons. The main content area is titled 'Absence quotas' and shows a 'Validity period' of '09/30/2003 - 09/30/2003'. The data is presented in a table with columns: Pers.No., Name (sortable), A..., Quota, Unit, Entitlement, Used, and Rem. on key date. The table lists three types of leave for employee 51, WASHINGTON TABITHA: Annual Leave (01), Sick Leave (02), and Holiday Leave (05). Each has an entitlement of 8.00000 hours and 0.00000 hours used. A summary row at the bottom shows a total entitlement of 24.00000 hours and 0.00000 hours used, resulting in a remaining balance of 24.00000 hours.

Pers.No.	Name (sortable)	A...	Quota	Unit	Entitlement	Used	Rem. on key date
51	WASHINGTON TABITHA	01	Annual Leave	Hours	8.00000	0.00000	8.00000
51		02	Sick Leave	Hours	8.00000	0.00000	8.00000
51		05	Holiday Leave	Hours	8.00000	0.00000	8.00000
				Hours	24.00000	0.00000	24.00000

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As shown above, this report gives you the leave balances that the employee had available to them on October 1, 2003.

Print this report on a monthly basis in order to reconcile to manual records and keep with the leave files